

CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a <u>COMPLETED APPLICATION</u>, SITE PLAN and SITE PLAN NARRATIVE by email <u>60 days</u> before your planned event. Events Planned for July or August must be submitted by <u>May 1st</u>.

After you submit the application with your fee you will be contacted to meet with the Special Events team to review:

- 1. Facility/Location requested
- 2. Compliance with City ordinances
- 3. Special permits required
- 4. Other Charges for City Services
- 5. Security requirements
- 6. Environmental issues/effects on surrounding areas

Fee must accompany application

At least 60 days prior to event \$200.00

59 to 30 days prior to event **\$400.00**

Less than 30 days prior to event Denied unless approved by City Manager or designee

PART I: EV	ENT REQUEST							
Event Name Fort Lauderdale Under the Stars								
Purpose of event (check one): Fundraiser Awareness Recreation Other - entertainment Expected maximum attendance 2,800 Expected sustained attendance 2800 Has this event been held in the past? X Yes No If yes, please list past dates, locations and attendance: 2017 - Sydney Australia (5,300 guests), NYC (5,000 guests), Paris (8000 guests), Montreal (5,000), Philadelphia (5,300), Edmunston: 1,000,								
Detailed Description (Activities, Vendors, Entertainment, etc.)								
Unique food and entertainment 'picnic' with food, champagne & wine, music, entertainment. Creates sharing and community unity; creates pedestrian traffic at chosen venue and surrounding area								
Location _ Huizenga Park, Fort lauderdale								
Date and Tim	ne DATE	DAY	BEGIN	END	Attendance			
SETUP:	October 13	<u>Saturday</u>	5:00AM/PM	10 AM/PM	10-15			
EVENT DAY 1	: October 13	Saturday	2:00 AM/PM	10:00 <u>PM</u> am/PM	2000 - 2800			
EVENT DAY 2	*	was a second sec	AM/PM	AM/PM				
EVENT DAY 3		Annahama an	AM/PM	AM/PM	***************************************			
BREAKDOWN	: October 13	Sunday	<u>10PM</u> _AM/PM	<u>11PM</u> AM/PM				
*events scheduled for more than 3 days will be subject to special council approval								
PART II: A	PPLICANT							
Organization Name T2 Media & Entertainment Phone: 302.525.8209 For-Profit Non-profit (as registered)								
Address: 7520 NW 5 ST City, State, Zip: Plantation, FL 33317								
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Date of registration: <u>September 2008</u> State registered in: <u>DE</u>	Federal ID #: <u>98 0594747</u>
Email Address: steve@trimaxinc.com_Fax:	
Two Authorizing Officials for the Organization	
President: <u>Stephen Padveen</u>	Phone: <u>310-488-5817</u>
Secretary:Susan Rakita	Phone: 954.789.9544
Event Coordinator Name <u>Richy Miranda-Cortese</u>	Will you be on-site? X_YesNo
Title: <u>Director, T2 Sports & Entertainment</u> Cell: <u>same</u>	Phone: 787-462-9828
E-mail address: <u>rmiranda@t2marketinginternational.com</u> Fax:	
Additional Contact Name Ken McCormack Will you	be on-site? X_YesNo
Title: Partner Phone: 954.789.9507	Cell: <u>same</u>
E-mail address: <u>ken@t2marketinginternational.com</u> Fax:	
Event Production Company (if other than applicant):Same	
Address: City, Sta	te, Zip:
Contact Name:Title:	
Phone: (day) (night)	Cell
E-mail address:	Fax:
PART III: EVENT INFORMATION	
All City permits must be obtained through the City's Department of Services Division using the Building Permit Form - Apply and pay fo event. Contact the DSD Building Services Division (954) 828-5191 v	r the permits at least 30 days before the
AdmissionX_YesNo If yes, * All events that are hosted by a for profit will be subject to a fee equal to within 30 days of the conclusion of the event.	
Alcohol For SaleYesNo Alcohol fyes, how will the beverages be controlled and served? (Draft true	ol For FreeYesNo ock, bar tender, beer tub, etc.)
Pre-sold champagne and wine *Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Ir	nsurance 30 days before event.
Amusement RidesYesX_No If yes, name and contact of company:	
What type of rides are you planning?*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted inspections and final approval of all vendors and rides prior to use.	ed 30 days before the event to schedule

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* Events requiring electricity must be permitted. eventpower@fo	rtiauderdale.gov
Company:	License #:
Name of electrician:	Phone:
Entertainment X Yes No If yes, what type of entertainment will be there? Any notal	ble performers?
Jazz Trio, Lounge DJ and dance group	
Fencing or Barricades X (ropes & poles) Yes * Include proposed fences in your Site Plan & Narrative	No
Fireworks & Flame Effects X Yes No	
Name & Contact of Company conducting the show: *A permit and Fire Watch is required for all pyrotechnics displays	TBD : firemarshal@fortlauderdale.gov
Food Vendors Yes X No *State Health Dept. John Litscher at (954) 632-8094 must be not be inspected by the Fire Rescue Department, Capt. Bruce Stranto serving food. A fire extinguisher is required for each food boo be secured on the outside of the booth. Inspections during non-	dhagen at (954) 828-5080 to ensure compliance prior oth, If a propane tank is used for a fuel source, it must
Music X Yes No If yes, what music format(s) will be used? (amplified, acou	ustic, recorded, live, MC, DJ, etc):
live, DJ	
List the type of equipment you will use (speakers, amplifier	r, drums, etc):
Back line to be provided in accordance with sound ordin	ance
Days and times music will be played: October 13, 2018	-3PM-10:00AM
How close is the event to the nearest residence?	- boundaries of park area
Soundproofing equipment?YesX_No	
Parking impact Yes X No *All Parking Spaces that are impacted by an event will be billed Mobility Dept. and must be paid in full before the event. eventt	I to the event organizer through the Transportation & cam@fortlauderdale.gov
*Closings X (Limited time as buses arrive) *Closing roads requires submitting an approved Maintenance agency affected BEFORE the Commission will vote on it. Some Events manual Appendix. To expedite the process you may wa	of Traffic plan to the Special Events Director for each e Forms and instructions can be found in the Special

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Sanitation & Waste Will the event encourage Recycling and Sustainability?X_YesNo *The Green Checklist in the Events Manual Appendix can help you. Portable Toilets are regulated by Broward County.						
Service Provider: Phone:						
All grounds must be cleaned up immediately after completion of event or you will be subject to fees. Recycling must be provided at all City events, facilities and parks. You are responsible for securing recycling services.						
Tents or Canopies						
Quantity and size of each? 4-5 20 x 20 (TBD)						
Name & Contact of Company: *A detailed Site Plan showing the locations and size of each canopy or tent is required. A permit and final inspection is required if there are multiple canopies, if they are going to be used for cooking or if there are Tents (with walls).						
ToiletsX_YesNo *All toilets must be removed within 24 hours. Broward County requires a copy of your contract or invoice to be faxed to (954) 467-4898 to ensure compliance with minimum standards.						
<u>Iransportation Plan</u> <u>X</u> Yes <u>No</u> * Any events larger than 5,000 people must have an approved Transportation Plan. <u>eventtam@fortlauderdale.gov</u>						
Part IV: SECURITY AND EMERGENCY SERVICES						
Your Event may require Security and Emergency Services which will be determined using this application, your Site Plan and Narrative, your MOT, your transportation plan and any additional information requested during your Special Events meeting. The hourly rate and costs to be incurred by the event organizer will be quoted on the "Cost Estimate" worksheet developed at the meeting and provided to the organizer. The cost may change if any of your event details change after the meeting. You may be required to provide a deposit based on historical performance or lack thereof. The Appendix of the Special Events Manual has a description of most City services and their associated fees.						
Fire Prevention and Emergency Medical Services						
Fire Rescue will most likely need to inspect your event based on your Building Permit, expected attendance and other risk factors such as alcohol, time or day, location, event type or weather. When you complete your Building Permit Form with DSD you should indicate all the permits and inspections you need to avoid delays. See the Special Events Manual Appendix for estimated fees. For any inspections conducted by the Fire-Rescue department before the event, fees must be paid in advance through the Department of Sustainable Development. A minimum of four hours for each Fire Rescue staff member will be charged for all special event details unless the department receives a cancelation. Any cancelations need to be made by phone at least 24 hours before an event is expected to begin or you will be charged for the services. All payments will be invoiced to the Event Organizer and must be paid within thirty (30) days. For questions contact the Fire Marshal at (954) 828-6370						
On-site Contact NameTBDPhone						

Police

Your event may require Security. Depending on your event it may be possible to supplement some of the City Police services with a private third-party security company if their security plan is approved by the City Police department. If you want to use a private security company you or the security company must present the proposed security plan along with the businesses business license and contact information with the events application. The Police will review the plan and let you know if it will meet City requirements.



If a Fort Lauderdale Police Vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of ONE MILLION DOLLARS must be provided.

Security Plan Security Company		_X_YesNo		
		_X_YesNo		
Name	TBD	Contact	Phone	

PART V: APPLICANT'S ACCEPTANCE

The information I have provided on this application is true and complete to the best of my knowledge. If I have not submitted my application within the deadline and according to the rules outlined in the Special Events Manual it may be denied.

Before receiving final approval from the City Commission, I understand that I (and the production company, if applicable) must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of five hundred thousand dollars (\$500,000) if alcohol is being served. Other liability insurance and fees may also be required up to 30 days in advance of the event.

I understand that a City of Fort Lauderdale Parks and Recreation sponsored activity has precedence over the event requested above and I will be notified if any conflicts arise.

I understand that the City of Fort Lauderdale Police Department will determine all security requirements and that Emergency Medical Services is required by City Ordinance to be onsite during all special events.

Any cancelations need to be made by phone to each department representative providing services at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

I understand that the City has a noise ordinance. If at any time during the event it is determined by law enforcement personnel, code enforcement personnel, parks and recreation personnel, or any other city representative that the entertainment or music is causing a noise disturbance, I will be directed to lower the volume to an acceptable level as determined by City staff. If a second noise disturbance arises during the event, I may be directed to shut down the music or entertainment for the remainder of the event. I agree to abide by all provisions of the noise control ordinance and understand that my failure to do so may result in a civil citation, a physical arrest, or the shutting down of the event.

<u>Ken McCormack</u>
Name of applicant

Partner Title

February 12, 2018

Date

Email completed application at least 60 days ahead of your planned event to:

events@fortlauderdale.gov

Please mail the application fee (payable to the City of Fort Lauderdale) to: Jeff Meehan, Special Events Coordinator 1350 W. Broward Boulevard, Fort Lauderdale, FL 33312 Phone: (954) 828-6075 Fax: (954) 828-5650

Please include the following with the application if necessary:

- * Event Site Plan & Narrative including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc.
- * Maintenance of Traffic plan including the placement and number of barricades, signs, directional arrows, cones, message boards, and name of the barricade and/or traffic signs company being used.

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